

MARYLAND DEPARTMENT OF NATURAL
RESOURCES



ONLINE LICENSING AND REGISTRATION SYSTEM

Compass User Guide

Table of Contents

page

Enrolling for Access	3
<u>Logging In</u>	
Logging in using your COMPASS Account Information	3
Logging in using Personal Identification Information	4
Retrieving a Forgotten Password	4
Retrieving a Forgotten Username	5
<u>Compass Overview</u>	
Home Page Overview	5
<u>Managing Your Account</u>	
Personal Information	6
Address Information	6
Identity information	7
Active Duty Military	8
Disabled Veteran Status	8
Hunting License Prior July 1 st 1977	8
Contact Information	8
Certifications	9
Changing your Password	9
<u>Existing Licenses</u>	
Reprinting your Licenses	10
Renewing your Licenses	10
Viewing Order History.....	10
<u>New Licenses</u>	
Product Catalog Overview	11
Renewing Vessel Registration	
Non-login Method of Renewal	12
Log-in Method of Renewal	16

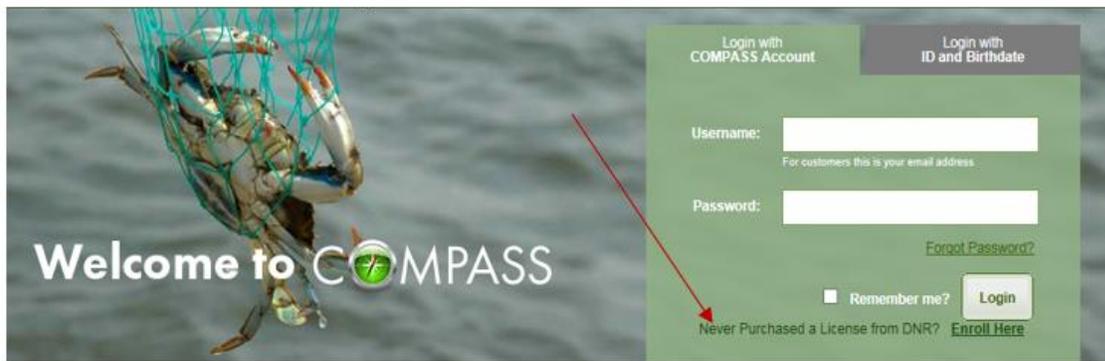
Enrolling for Access

COMPASS requires that Customers enroll prior to gaining access.

For a full detailed Tutorial on the registration process click "[Compass Customer Enrollment](#)".

Or you can follow the steps below:

1. Click "Enroll Here" from the COMPASS Home Page
2. Provide all required information and any optional information requested
3. Once enrollment is complete, you will receive your DNRid number and be given ability to login



Logging In

Logging in Using your COMPASS Account Information

If you have previously registered with the COMPASS system, then you have an existing account and DNR id number.

- **Enter your COMPASS Username and Password**
- **Click Login From the COMPASS Home Page**

If you have trouble logging in, please verify the following:

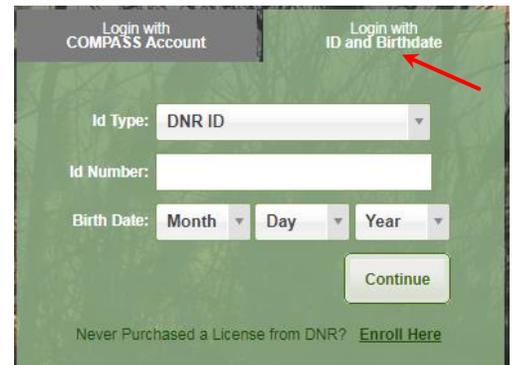
1. Incorrect email address - Your e-mail address must be in the format [username@domain.com](#). If you have more than one email address, be sure that you're using the correct email address and password combination. Also, if your computer is set to auto-complete the email, make sure it's the correct e-mail address listed.
2. Incorrect Password: If you're sure you're using the correct e-mail address, then ensure the password is correct. If you cannot remember the correct password, click [Forgot Password](#).

\

Logging in using Personal Identification Information

You may login to COMPASS using a personal identifier and your date of birth if you have an existing COMPASS record within the system. Personal identifiers include your DNR ID Number, a License Transaction Code from an issued license, or your Driver's License Number.

- Click Login With ID and Birthdate
- Select the ID Type
- Enter the ID Number
- Enter your Birth Date
- Click Continue



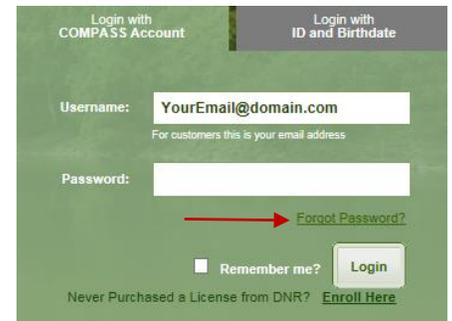
The screenshot shows the login interface with two tabs: "Login with COMPASS Account" and "Login with ID and Birthdate". A red arrow points to the second tab. Below the tabs, there is a dropdown menu for "Id Type" with "DNR ID" selected. Below that is a text input field for "Id Number". The "Birth Date" section has three dropdown menus for "Month", "Day", and "Year". A "Continue" button is at the bottom right. At the bottom, there is a link "Enroll Here" for users who have never purchased a license from DNR.

If you have previously registered with COMPASS you will be directed to your COMPASS home page. If you have not registered with COMPASS you will be directed to the COMPASS registration, and be provided an opportunity to update your Customer Record, create a password, and finalize the creation of your COMPASS account.

Retrieving a Forgotten Password

Your username is the email address you provided during registration in the format of username@domain.com. If you have forgotten this information, please contact your local [Licensing & Registration Service Center](#), where a representative will assist you with accessing your account. You can also email customerservice.dnr@maryland.gov, please be sure to provide your full name and date of birth.

1. Click the Forgot Password link from the COMPASS home page.
2. Enter the email address of which you receive COMPASS confirmations.
3. An email will be sent to you prompting you to change your password.



The screenshot shows the login interface with the "Login with ID and Birthdate" tab selected. The "Username" field contains "YourEmail@domain.com" with a note "For customers this is your email address". The "Password" field is empty. A red arrow points to the "Forgot Password?" link. There is a "Remember me?" checkbox and a "Login" button. At the bottom, there is a link "Enroll Here" for users who have never purchased a license from DNR.

An email has been sent to YourEmail@domain.com. Please click on the change password Link to setup a new password.

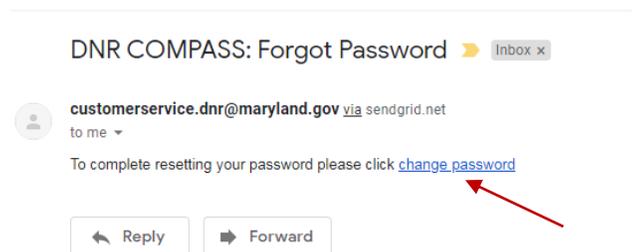
If you do not receive the confirmation message within a few minutes, please check your Junk E-mail / Spam folder. If this message was in fact flagged as spam please be certain to mark as "Not Spam" so that future messages from COMPASS will get through.

4. Navigate to your inbox and select the Compass email. (Be sure to check your junk mail if you do not see it)
5. Enter your username, And create new login password.

- Passwords are required to be a minimum of 8 characters in length
- Passwords are required to contain at least one number
- Passwords are required to contain at least 1 special character (such as !, @, #, &, *)
- Passwords cannot be the same as any of the previous 10 passwords



The screenshot shows a form with three input fields: "User Name:" with "YoueEmail@Domain.com", "New Password:" with "*****", and "Confirm Password:" with "*****". A red arrow points to the "Create Password" button.



The screenshot shows an email from "customerservice.dnr@maryland.gov" with the subject "DNR COMPASS: Forgot Password". The email body says "To complete resetting your password please click [change password](#)". A red arrow points to the "change password" link. There are "Reply" and "Forward" buttons at the bottom.

Note: Be sure your new passwords meets the minimum security criteria.

Retrieving a Forgotten Username

Your username is the email address you provided during registration in the format username@domain.com. If you have forgotten this information please contact the COMPASS help number, email customer service customerservice.dnr@maryland.gov, or stop by [DNR Regional Service Center](#) where a representative will assist you with accessing your account.

COMPASS Overview

Home Page Overview

Once logged in you'll be directed to your Home Page. Every task that you complete in COMPASS can be initiated from this screen including: updating your account information, reprinting an existing license, buying a new license, and renewing vessel registration

If you are adding a new Certification, Be sure you do **NOT** add an end date.

If there are any changes needing to be made to your account in regards to your name, date of birth, and residency, please contact your local [Licensing and Registration Service Center](#).

The screenshot shows the COMPASS user interface for the Department of Natural Resources of Maryland. The header includes the Maryland logo, the text 'DEPARTMENT OF NATURAL RESOURCES', and the COMPASS logo with the tagline 'Online Licensing and Registration System'. A navigation bar contains a home icon, 'Manage/Print License', 'Purchase Licenses/Merchandise', and 'Your Name (DNRid number)'. A shopping cart icon with '0 items' is in the top right, with a red arrow pointing to it labeled 'Shopping Cart Indicator'. The main content area is divided into three columns: 'Personal Information' (with links for Personal Information, Addresses, Identity Information, Appearance Information, Contact Information, Certifications, My Vessels, View Vessels, Downloads, DNR ID Card, Harvest Record, Field Tags, Permission Form for Hunting/Trapping on Private Land, Permission Form for Fishing on Private Land, Trip and Emergency Contact Form, Emergency Room Listing, Fur Shipping Tag, Account Restrictions, and Lottery Entry Points), 'My Licenses' (with links for View Recreational License, Renew a License, Reprint License, View Order History, My Offroad Vehicles, View Vehicles, Register a Vehicle, and Permits & Camping), and 'Services' (with links for Purchase New License, Purchase Merchandise, Change Password, Report a Harvest, View Harvest Reports, Enter Lottery, and Product Survey). A 'Commercial Fishing' section with a link for 'Add Vessel Operation License' is also present. A 'Notifications' box is on the right. Red arrows point from external text to 'Certifications', 'View Vessels', 'DNR ID Card', 'My Licenses', 'Services', and the shopping cart icon.

Add Certifications → [Certifications](#)

Print DNRid Card → [DNR ID Card](#)

Shopping Cart Indicator → [0 items](#)

Manage/Print License

- [View Recreational License](#)
- [Renew a License](#)
- [Reprint License](#)
- [View Order History](#)
- My Offroad Vehicles**
- [View Vehicles](#)
- [Register a Vehicle](#)
- [Permits & Camping](#)

Manage Your Vessels

Services

- [Purchase New License](#)
- [Purchase Merchandise](#)
- [Change Password](#)
- [Report a Harvest](#)
- [View Harvest Reports](#)
- [Enter Lottery](#)
- [Product Survey](#)

Commercial Fishing

- [Add Vessel Operation License](#)

Notifications

Managing Your Account

Personal Information

Your personal information is accessible from your COMPASS home page. The information is organized logically by the category of information: Personal Information, Address, Identity Information, Appearance Information, Contact Information, and Certifications.

Addresses

Maintaining accurate address information in COMPASS is essential as this data has an impact on product purchases. To provide maximum flexibility COMPASS allows for the creation of multiple addresses for these entities that are categorized by their address type.

Address Types

An address in the COMPASS system can be designated as one or more of the following address types: Primary, Mailing, Shipping, and Billing. Once address information is created for an entity all four address types must be represented either on one address or distributed among multiple addresses.

Please note that your Primary address is the address that will be used by COMPASS to determine residency when purchasing products.

Adding a New Address

To add a new address in COMPASS:

1. Navigate to the Home Page
2. Click Manage Addresses
3. Click the Add New Address link
4. When the Add New Address screen appears, enter the New Address
5. Select one or more address type designations
6. Click Save
7. The first address added for an entity will, by default, be assigned all address designations. A secondary address will by default be assigned no address type, requiring the user to explicitly indicate during its creation the address type for this address.

In order to change the address type of an address, you must assign it to an address rather than remove it from an address.

Address 1: 580Taylor Ave.	<input type="checkbox"/> Primary
Address 2:	<input type="checkbox"/> Shipping
City: Annapolis	
State: Maryland	
County: Anne Arundel County	
Zip Code: 21401	
Country: United States	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Address 1: P.O. Box 10001	<input type="checkbox"/> Mailing
Address 2:	<input type="checkbox"/> Billing
City: Annapolis	
State: Maryland	
County: Anne Arundel County	
Zip Code: 21401	
Country: United States	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Editing an Address

To edit an address in COMPASS:

1. Navigate to the Home Page
2. Click Manage Addresses
3. Click Edit at the bottom of the address block you wish to edit
4. When the Edit Address dialog appears, modify the information as necessary
5. Select one or more address type designations as necessary
6. Click Save

Note: in order to remove an address type designation from Address A and add that designation to Address B you must edit Address B.

Deleting an Address

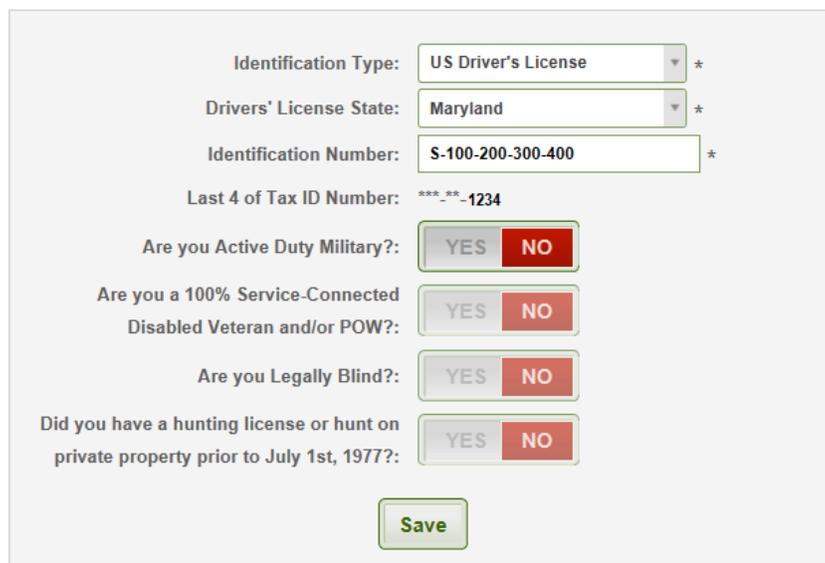
To delete an address in COMPASS:

1. Navigate to the Home Page
2. Click Manage Addresses
3. Click Delete at the bottom of the address block you wish to delete
4. Click OK in the confirmation dialog

Note: An address can only be deleted if there are no address types associated with the address. This means you must first edit one or more of the addresses that are to remain and reassign the address type designations.

Identity Information

When initially creating your Compass account, you are required to provide Identification, and the last four digits of your Social Security Number. If your residency changes you can always update your identity information.



The screenshot shows a form for updating identity information. It includes the following fields and options:

- Identification Type: US Driver's License *
- Drivers' License State: Maryland *
- Identification Number: S-100-200-300-400 *
- Last 4 of Tax ID Number: ***-**-1234
- Are you Active Duty Military?: YES NO
- Are you a 100% Service-Connected Disabled Veteran and/or POW?: YES NO
- Are you Legally Blind?: YES NO
- Did you have a hunting license or hunt on private property prior to July 1st, 1977?: YES NO
- Save button

Active Duty

If you are an active duty member of the armed forces, and you are **stationed** in Maryland, though not a resident of Maryland, you are subject to the same fees as a MD resident. If this is applicable to your situation, please select YES.

Disabled Veteran Status

This status can only be set to Yes by a DNR representative at a [DNR Licensing and Registration Center](#) and requires provision of acceptable documentation.

Customers are only eligible for the Disabled Veteran Licenses if they are MD residents, and their combined service connected disability is evaluated at 100%, or if they are prisoners of war.

Hunting License Prior July 1st, 1977

If you have held a license, or hunted on private property prior to July 1st, 1977, please select YES. By selecting yes, you are exempt from needing to complete the hunter education safety course. You are not required to enter the Hunter Safety Certification Number in order to purchase hunting licenses.

Contact Information

Please provide a valid email address and day time contact telephone number in the case that the DNR needs to contact you.

Your Contact Information can be updated as needed by you, the customer.

The screenshot displays the COMPASS online licensing and registration system interface. At the top, there is a banner for the Department of Natural Resources of Maryland, featuring the state logo and the COMPASS logo. Below the banner, the text 'Step 5: Enter Contact Information' is visible. On the left side, there is a vertical navigation menu with the following items: Personal Information, Identity Information, Addresses, Appearance, Contact Information (which is highlighted), and Account Information. The main content area contains the following form fields and options:

- Email Address: *
- Receive Email Communications: YES NO
- Create COMPASS Account: YES NO
- Preferred Phone Type: Mobile Home
- Phone Number: *
- Mobile Carrier: *
- Receive Text Messages: YES NO

At the bottom of the form, there are two buttons: 'Back' and 'Next >'.

Certifications

Certifications are required to purchase certain products and, in these cases, COMPASS will disallow the sale of products to Customers if the required certification has not been recorded in the system.

To record your Certifications with COMPASS:

1. Navigate to your COMPASS home page
2. Click Certifications on the Personal Information heading
3. Click Add New Certification to display the Add New Certification dialog
4. Enter the certification number, type, and start date only, an end date is not needed.
5. Click Save

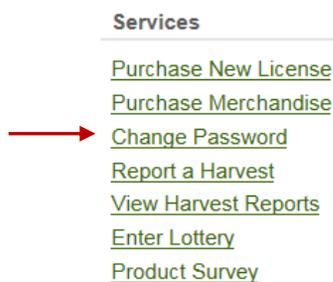
Enter the Certification Number

Select the appropriate certification type.

If entering Hunter Edu. Or Boater Safety Certifications, **do NOT enter an end date.**

Changing your Password

1. Navigate to your COMPASS home page
2. Click Change Password under the Services heading
3. Enter your current COMPASS password
4. Enter your new password, making sure it meets all specified criteria
5. Confirm your new password
6. Click Change Password
7. Your password has now been updated successfully



Change Password

- Passwords are required to be a minimum of 8 characters in length
- Passwords are required to contain at least one number
- Passwords are required to contain at least 1 special character (such as !, @, #, &, *)
- Passwords cannot be the same as any of the previous 10 passwords

Current password: *

New password: *

Confirm new password: *

[Change Password](#)

Existing Licenses

Reprint License

COMPASS provides you with the ability to reprint any current license purchased through COMPASS free of charge through the online sales channel. This can be accomplished through both the View Licenses and Print Recreational Licenses, under the My Licenses heading.

To reprint a replacement license through the View Licenses section:

1. Log into your homepage
2. Click Print Recreational License under the My Licenses Heading
3. Your license will appear in a new tab with all valid recreational licenses.
4. Now you can print and save your license

My Licenses



[View Recreational Licenses](#)

[Renew a License](#)

[Reprint License](#)



[Print Recreational License](#)

[View Order History](#)

Renewing a License

To renew a license:

1. Log into your COMPASS homepage
2. Click Renew a License
3. Click Renew next to the License you wish to renew, the item is automatically added to the cart.
4. You'll be instructed to complete the Checkout Process by selecting the appropriate license added to the Shopping Cart.

Note: Many factors impact whether the Renew capability will be present next to a given license. These include the current availability of this product for the subsequent season and the variety of other business rules that govern the ability of a Customer to purchase a given product.

If the Renew option is not present please return to the Home Page, click Purchase New License, and look for the desired product in the Product Listing.

Viewing your Order History

The Order History section gives you access to multiple years of your transactions. Transactions are presented in chronological order with the most recent at the top of the list.

To view your order history:

1. Log into your COMPASS homepage
2. Click View Order History
3. Click Select next to a transaction to see the Transaction details

New Licenses

In order to purchase a new license, be sure to log into your COMPASS account. From your home page select the option *Purchase New License* under the *Services* heading.

Product Catalog Overview

The Product Catalog is organized by item type, such as Hunting, Sport Fishing, Merchandise and Free Registration. Clicking on any of the green Category Banners will expand or collapse as necessary to display the products within that category. Each product in the catalog features the year or season, name and price. COMPASS determines which items and pricing are available for you to purchase; this means it is very important for you to be certain that your account information is accurate and current. Inaccurate information could result in your being ineligible to purchase the desired products.

The screenshot shows the top navigation bar with a 'Home' link, a shopping cart icon with '1 items', and a 'Checkout Button'. Below the navigation bar are two red buttons: 'Add (1) Item(s) to Cart (\$10.00)' and 'Proceed to Checkout'. The main content area features several green category banners: 'Hunting', 'Sport Fishing', 'Merchandise', 'Free Registration', and 'Off-Road Vehicle'. The 'Sport Fishing' banner is expanded to show a list of products with checkboxes and prices. A red arrow points to the 'Product Descriptions' label, which is positioned over the '365 Recreational Crabbing' product.

Return to COMPASS Homepage

Welcome YourEmail@gmail.com | [Logout](#) | [Help](#) | 1 items

Shopping Cart

Home

Checkout Button

Add Items to the Cart

Add (1) Item(s) to Cart (\$10.00)

Proceed to Checkout

Hunting

Sport Fishing

<input type="checkbox"/>	2018 3-Day Non-Tidal Fishing ?	\$28.00
<input type="checkbox"/>	2018 7-day Bay & Coastal fishing ?	\$12.00
<input type="checkbox"/>	2018 7-Day Non-Tidal Fishing ?	\$28.00
<input type="checkbox"/>	365 Bay & Coastal Fishing ?	\$22.50
<input type="checkbox"/>	365 Bay & Coastal Fishing Boat ?	\$50.00
<input type="checkbox"/>	365 Non-Tidal Fishing ?	\$50.00
<input checked="" type="checkbox"/>	365 Recreational Crabbing ?	\$10.00
<input type="checkbox"/>	365 Recreational Crabbing Boat ?	\$15.00
<input type="checkbox"/>	365 Trout Stamp ?	\$10.00

Merchandise

Free Registration

Off-Road Vehicle

Product Descriptions

Renewing Vessel Registration

Non-login method of renewal

Step 1) Navigate to the COMPASS Homepage: <https://compass.dnr.maryland.gov>



Step 2) Select the image of the vessel, click Renew Vessel Registration.



Step 3) Enter your vessels MD state registration number, and the last four digits of the Hull Identification Number.

After entering your vessel information click Continue.

Vessel Registration Renewal

Please enter the vessel information below:

Vessel Number	<input type="text" value="MD1234AA"/>	* Enter all the part of the vessel number with or without spaces. Example: MD 1234 S, MD1234S, 1234 S, 1234S
Last 4 digits of Hull #:	<input type="text" value="K191"/>	*

* - Indicates a Required Field

Please confirm the vessel information below:

Vessel Number	MD 1234AA
Hull Number	KB8 A71MSC191
Year	1991
Manufacturer:	BAYLINER
Model:	
Vessel Length:	25.5
Vessel HorsePower:	180.0
Expiration:	12/31/2017

The vessel is not eligible for renewal at this time. Please contact DNR at 877-620-8DNR (8367) if you have any questions.



If you receive and Error message, check to make sure:

- all information entered is correct and accurate
- the vessel does not have current valid registration
- you have had previous transactions completed within the Compass Portal

Step 4) Review and Confirm that all Vessel information is correct.

Vessel Registration Renewal

Please confirm the vessel information below:

Vessel Number	MD 1234AA
Hull Number	KB8A71MSK191
Year	1991
Manufacturer:	BAYLINER
Model:	
Vessel Length:	25.5
Vessel HorsePower:	180.00
Expiration:	12/31/2017

Eligible for renewal

Renewal Type: Vessel Registration Fee
Renewal Price: 24.00

Registration will be sent to the address below:

580 Tawes Ave.
Annapolis, MD 21401



Note: The renewal decals will be mailed to the address we have on record with our COMPASS system.

I certify under penalty of perjury that I have verified the hull identification number, and that the statements made on this application are true and correct to the best of my knowledge and belief.

Step 5) Entering Cardholder information.

Please enter your name and the billing address.

Once you have completed all required fields, continue to payment screen

Billing Address

Please enter your name and billing address for your payment card:

First Name: *

Last Name: *

Address 1: *

Address 2:

Country: *

ZIP Code: *

City: *

State: *

[Continue to Payment](#)



COMPASS Online Licensing and Registration System

Please verify the following information:

Amount: \$24.00
Transaction Number: R0000A185400000
CustomerName: Sportsman, Maryland
Customer Address: 580 Tawes Ave.
AmountDue: 24.0000

Card information:

Cardholder's Name: Maryland Sportsman
Card Type: Visa Debit
Card Number: ***** 0101
Signature Panel Code: *****
Expiration Date: 06/2024

Billing information:

Address Line 1: 580 Tawes Ave.
Country: United States
City: ANNAPOLIS
State: Maryland
ZIP Code: 21401

Step 6) Enter Credit Card information, complete all required fields and continue.

Please review all information, if corrections need to be made, click on Modify to make the changes.

If there are no changes, click Confirm to continue.

Is this information correct?

[Confirm](#) [Modify](#)

Step 7) Once your payment has been completed, enter your email address in order to receive and electronic copy of your receipt.

[Home](#)

Thank You for Renewing your Vessel Registration Online!

[Print Receipt](#)

Please enter the email address below if you would like the receipt sent to email:

Email:

Confirm Email:

[Send](#)

Step 8) Be sure to print your receipt. While awaiting your decals in the mail, your receipt serves as your temporary Registration for 30 days.

Department of Natural Resources
Payment Receipt

Date: 08/21/2018

Transaction Number: 5400000

Transaction Code: R0000A185400000

Hull ID #: KB8A71MSK191

Vessel #: MD 1234AA

Sales Location: Online COMPASS Sales (JMT)

Product Name	Quantity	Serial #	Unit Price	Total Price
Vessel Registration Fee	1		\$24.00	\$24.00
Total:	1			\$24.00

All Sales are Final

Thank you for renewing your vessel registration online! Your receipt will serve as a temporary vessel registration for 30 days. Your vessel registration and decals from the Department of Natural Resources will arrive within 10 business days. Should you have any questions, please contact DNR at 877-620-8DNR (8367).

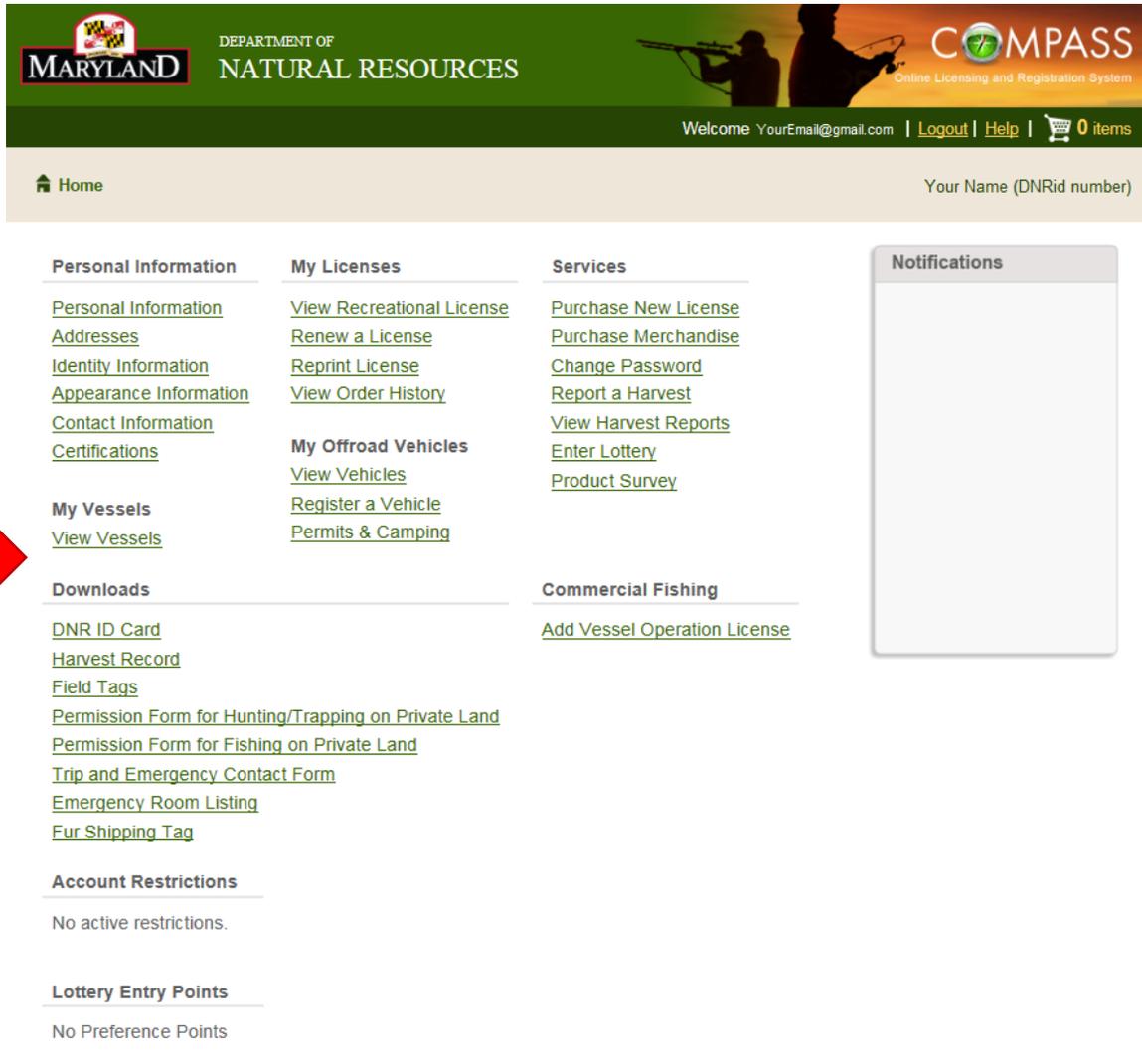
Find Maryland Fishing Spots: <http://gisapps.dnr.state.md.us/PublicFishingAccess>

Learn how to minimize the potential health risks from contact with bacteria in tidal water: <http://www.marylandhealthybeaches.org/>

Login Method

Step 1) Navigate to the [Compass Homepage](#). Log into your COMPASS account.

Step 2) From your Compass Homepage click the option to *View Vessels* under the *Vessels* heading.



The screenshot shows the COMPASS user dashboard. At the top, there is a header with the Maryland Department of Natural Resources logo and the COMPASS logo. Below the header, there is a navigation bar with a home icon, a user name, and a shopping cart icon. The main content area is divided into several sections: Personal Information, My Licenses, Services, My Vessels, Downloads, Commercial Fishing, Account Restrictions, and Lottery Entry Points. A red arrow points to the 'View Vessels' link under the 'My Vessels' section.

Step 3) Vessels you own that are eligible for renewal, will have the renew button available.

My Vessels

Vessel #	Hull ID	Year	Manufacturer	Length	Expiration		
MD 1000 DE	ABC12359D018	2018	VESSEL MANUFACTURER	19' 5"	12/31/2017	Select	Renew

Step 4) Review Vessel information, be sure all information is correct and current before Continuing.

✕

Verify Vessel Information

Vessel Number:	MD 1000 DE
Hull ID:	ABC12359D018
Year:	2018
Manufacturer:	VESSEL MANUFACTURER
Model:	
Vessel length:	19.42
Vessel Horsepower:	75.00
Expiration:	8/29/2018
Vessel Name:	
Use:	Pleasure

I certify under penalty of perjury that I have verified the hull identification number, and the statements made on this application are true and correct to the best of my knowledge and belief.

Step 5) Your Vessel Registration Renewal will be added to your shopping cart. You can continue to shop, or select the cart icon to proceed to checkout.

DEPARTMENT OF NATURAL RESOURCES COMPASS Online Licensing and Registration System

Welcome you@email@domain.com | Logout | Help | 1 items

Home Your Name (DNR ID Number)

Step 6) Proceed through the checkout process, complete and confirm payment information.

Step 7) Be sure to print and save your receipt, as it serves as your temporary vessel registration for 30 days while you await the decals.

For additional questions or concerns please contact (410) 836-4550, or email customerservice.dnr@maryland.gov, please provide DNR id Number and/or your vessels MD registration number.